



## COMMUNITY DEVELOPMENT/RESOURCE AGENCY

---

Planning • Engineering and Surveying • Building

November 1, 2005

*Doing business with Placer County is changing. On **January 1, 2006**, the Community Development/Resource Agency will implement the following new procedure.*

### MANDATORY PREDEVELOPMENT MEETING

Required for all new:

Conditional Use Permits, Subdivisions (over 4 lots), General Plan Amendments, Specific Plans, & Rezoning

#### What will change for the applicant?

Placer County has recently implemented a number of permit processing improvements. For information on all of these process improvements, please visit the County's website at [www.placer.ca.gov/planning](http://www.placer.ca.gov/planning). The purpose of this memo is to bring to your attention those process improvements that will directly impact new applications submitted after January 1, 2006.

Specifically, the applicant will be required to attend a predevelopment meeting with County staff before submitting an Environmental Questionnaire (EQ) which is required as part of your formal application. To facilitate this process, the applicant must complete a "Meeting Request Form" and include a detailed project description and conceptual site plan (10 copies). The site plan must be 8 ½" x 11" (or larger and folded to same size).

At this time there is no fee required with your submittal. However, it is anticipated that after this new process has been fully implemented, a fee will be established to recover costs. The predevelopment meeting will be attended by a planner, engineer, environmental health specialist, and other appropriate staff as determined necessary.

#### What's in it for the applicant?

The applicant will leave the predevelopment meeting with a clear understanding of all the technical information required by the County to process an Environmental Questionnaire (EQ). When the applicant is ready to file the EQ and formal application, an appointment with the project planner will be scheduled to formally accept this information. If all the information stated in the predevelopment meeting checklists are included, the applicant will be permitted to submit the EQ for formal processing. If any of the information is missing, the application will not be accepted.

County staff will review the application materials and provide written comments to the applicant indicating if the "application is complete" pursuant to the California Environmental Quality Act (CEQA).

### **What does the County promise?**

To schedule a predevelopment meeting within 4-6 weeks of receiving the completed "Meeting Request Form" and related materials. County staff will conduct a field visit prior to the meeting to assess the surrounding uses and physical features of the project site, as well as familiarize themselves with any development issues associated with the site. The County will provide a detailed list of the technical information and special studies required to submit the Environmental Questionnaire so that the proposed project can be processed in a timely manner.

The intent of this new process is to improve communication between the project applicant and County staff to eliminate the repetitive review cycles that have typically occurred during the environmental review process. This new process is designed to inform the applicant about the technical studies required before the Environmental Questionnaire is accepted for filing. Provided all required information is submitted, the County will limit their review to a maximum of two review cycles. However, if clarification is determined necessary the County may request additional information/explanation related to these special studies.

Thank you for your cooperation. Although this new process will require more time and resources at the "front end," it is expected to significantly reduce the amount of time at the "back end" by reducing the number of environmental review cycles required to determine that an application is complete.

For further information, please contact Gina Langford at 530-886-3025 and/or refer to the County's web site [www.placer.ca.gov/planning](http://www.placer.ca.gov/planning).